



# Staff Report

**MEMO DATE:** June 12, 2020

**TO:** Village Board

**FROM:** Matt Giese – Village Administrator

**RE:** Village Board Prioritization Process

## BACKGROUND

The following is the overall list of priorities that each Board came up with. Following each item I included the initials of the Board member so you can see who submitted what. At the time of drafting this memo (Friday afternoon), I had received submittals from four Trustees. I can update the memo over the weekend or on Monday as additional responses are received.

**Overall List (in no particular order; each item is entered as submitted) (/// = similar priority or category submitted)**

**A---Village's Economy/Economic Development:** Encourage more business/retail growth, both existing and new (TA) /// Support local businesses in recovering from COVID-19 pandemic (SV) /// Encourage Business and Retail Growth: Pursue opportunities for economic growth that will build upon our desire to meet the needs of current and potential residents, enhancing the character of our community, provide quality local jobs within Cottage Grove and build our tax base. Pursue streetscape improvements with a beautification budget that will promote residents and visitors to spend more time on our main streets. (HM) /// Residential growth - as it coincides with commercial and economic growth. We need workers of all incomes. Workers of all incomes in our community will entice different types of businesses to come to our community as we will have a base of workers available to them and they don't have to try to get workers to come to our community from other communities. We need workers of all ages, races, genders. (MR)

**B---Fiscal responsibility, stabilize and lower Village taxes (TA)**

**C---Invest in our future with increased street maintenance (TA)**

**D---Continue to improve engagement with Village residents and stakeholders. Encourage involvement and communication (TA)**



**E---Village Library:** Library Committee - hear result of research and recommendation from committee; make decision (SV) **///** Community space planning for the future: Prepare financial plans and proposals so our community can consider building a library and community space. A library is a unique and valuable space in a community that brings together people of all ages to access a variety of resources and information. Libraries serve many purposes providing space for the community to gather, support education and arts, provide business resources, and serve a diverse population of any age or background. (HM) **///** Library into the Financial Management Plan. A library is so much more than books and is a resource our community is missing. It can be a space for education, resources, meeting space for work, study and friends, and an inclusive space for all. (MR)

**F---Housing:** Housing Task Force - get Task Force created with clear deliverables (SV) **///** Housing, Land Use and Planning: Promote land use policies that will advance goals for a healthy community, create positive economic outcomes and provide environmental benefits. Continue to develop the Housing Task Force to study the detailed inventory of current housing options and create a vision for increasing options in the future including a greater variety of home values, unit sizes, lot sizes, apartments, town homes, duplexes, and condos and increase transportation options to promote connectivity between neighborhoods and businesses. Pursue positive relationships with neighboring communities to increase current and future transportation connectivity.(HM) **///** Affordable housing – the housing task force will help determine our community's understanding and need for housing options, including housing that is affordable to many different levels of income and regardless of disability, race, gender, or sexuality. (MR)

**G---Parks and Recreation/Amenities:** Bike Path - complete bike path that continues glacial drumlin trail to Vilas Rd. (SV) **///** Parks and Recreation: Continue to promote an active community where bicycling, walking, and recreation are a safe, healthy, and accessible part of our daily activities. Expand recreational and park opportunities and facilities to meet the needs of our community's senior, youth, and adult populations. Continue the park and playground updates, continue the master planning process for the future 6<sup>th</sup> Addition to Westlawn park, and plan for installation of phase one of Westlawn park on Red Hawk Trail. (HM)

**H---Get ordinances updated to be accurate and current (SV)**

**I---Equity, Inclusivity and Race:** Establish an Ad Hoc Committee that works to organize community conversations, perhaps some are facilitated by professionals, on racial biases that exist within the community, and how we can address them. Invite other community stakeholders and organizations to participate/collaborate/partner.(HM) **///** Engagement and communication - Diversity and inclusion education for our community and facilitate a forum, training for board, staff, police and community. (MR)



**J---Facilities Planning:** Conduct a long range facilities study or space needs analysis that includes future staffing and space needs for all municipal departments, future expansion options, estimates for capital and facility operations costs associated with the future staffing and space needs with an emphasis on sustainable design including alternative energy options. (HM) **///** Long range village facility and land use planning because as we continue to grow, we need to have a plan going forward for expansion when we need more village staff so we can continue to provide our residents with the level of service they have come to expect. (MR)

**K---Sustainability and Climate Change:** Protect natural resources by working to improve air and water quality. Implement a plan to transition Village vehicles, equipment and buildings to use more sustainable/efficient energy, protect waterways by investing in a leaf truck to help with watershed phosphorus levels, increase the tree canopy with diverse tree species, work with neighboring communities to designate valuable natural spaces for preservation and create a water management plan with a more regional focus to improve water quality, continue to provide resources to residents for ways that they become more sustainable (Focus on Energy, water softener information, de-icing/salt practices, etc). (HM)

### **SUGGESTED NEXT STEPS**

-Review the comprehensive list of priorities that were submitted. Please let me know if I incorrectly lumped one of your individual priorities in a category that you do not feel fits.

-At the Board meeting: 1) you may ask each other questions about what they have submitted; 2) you could lobby for your individual submitted items.

**Prioritization:** each Board member has 20 “points” to allocate to the comprehensive list of projects however he/she would like. For example, one point on 20 projects, two points on 10 projects, or even all 20 points on one project. Please submit your individual prioritized list to me by **July 2nd**. I will compile everyone’s points and submit the results in the July 6<sup>th</sup> meeting packet.

The final list does not bind the Board to approve or move forward with any specific projects. The main purpose of this process is for the Board, staff and public to see what is and isn’t a priority for the current Board. At subsequent meetings the Board could work further to build consensus work plans for the top few priorities.

Staff will take general direction from the final list as a means of making budget proposals in the draft 2021 budget as well as establishing staff performance goals.

Please reach out if you have any questions.